

**BY ORDER OF THE COMMANDER  
MACDILL AIR FORCE BASE**

**MACDILL AIR FORCE BASE  
INSTRUCTION 10-202**



**15 JUNE 2016**

***Operations***

**RECALL PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 10-2, Readiness. It applies to all personnel assigned or attached to the 6th Air Mobility Wing (6 AMW) and tenant organizations assigned to MacDill Air Force Base (AFB) including but not limited to the 927th Air Refueling Wing (ARW), National Oceanic and Atmospheric Administration (NOAA), 290th Joint Communications Support Squadron (JCSS), 45th Aeromedical Evacuation Squadron (AES), Air Force Office of Special Investigations (AFOSI) Detachment (Det) 340, and Avon Park Air Force Range. Recall of Headquarters (HQ) United States Special Operations Command (USSOCOM), HQ United States Central Command (USCENTCOM), and Joint Communications Support Element (JCSE) personnel will be directed by their respective commanders. The 6 AMW Command Post will notify USSOCOM, USCENTCOM, and JCSE of recalls directed by the Wing Commander (6 AMW/CC) in response to a natural disaster or pertinent peacetime contingencies (i.e., Force Protection Condition [FPCON] change). This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation

by, and E.O. 9397. The applicable System of records notices F036 AF A, *Biographical Data and Automated Personnel Management System*, and DPR 39 DoD, *DoD Personnel Accountability and Assessment System* apply and are available at <http://dpcl.o.defense.gov/Privacy/SORNs.aspx>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## **SUMMARY OF CHANGES**

This document has been substantially revised and must be thoroughly reviewed. Major changes include: several organizational name changes, incorporation of the updated 6 AMW Incident Command System, adjustments to recall options, and the further clarification of Recall procedures.

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## **1. Overview**

1.1. The purpose of this instruction is to outline required procedures to recall personnel as needed per commander direction and maintain accountability of personnel assigned to MacDill Air Force Base.

1.2. 927 ARW Applicability. Recall of 927 ARW personnel will be in accordance with AFRCI 10-404, *Unit Recall*.

## **2. Roles and Responsibilities.**

2.1. The 6 AMW/CC or designated representative will direct recall of MacDill AFB personnel as required.

2.2. Commanders will:

2.2.1. Initiate unit recalls when directed by 6 AMW/CC or as required/needed by subordinate commanders.

2.2.2. Assign a recall monitor.

2.2.3. Ensure recall roster(s) are maintained on all personnel assigned to their unit and are accessible to their respective Group Control Centers (GCCs)/Unit Control Centers (UCCs) and their respective unit's command section.

2.2.4. Ensure their respective GCCs/UCCs are staffed and trained to implement recall procedures accurately and in a timely manner.

2.2.5. Ensure unit members understand the importance of safeguarding their recall rosters as critical information (CI) and of properly destroying obsolete rosters. Recall rosters are not to be used as social rosters.

2.2.6. Develop procedures to recall and/or relay information to assigned mission partners as outlined in Attachment 2 of this instruction and any other on or off-base agency with which they have significant support agreements. When the decision is made to include mission partners in a recall, the tasked group responsible for notifying the mission partner will contact them and relay instructions as received from the MCP or Crisis Action Team (CAT).

2.2.7. Ensure all offices and functions that require after-hours response maintain a current stand-by personnel roster or current stand-by phone number on file with Command Post.

2.2.8. Maintain accurate AtHoc™ information for assigned personnel and assign an AtHoc™ unit administrator.

2.2.8.1. Unit commanders are responsible for the recall actions of their personnel and must ensure their individuals assigned to MacDill AFB update their personal contact information in AtHoc™ routinely, using the AtHoc™ self-service module (purple globe icon at the bottom right-hand corner of government computer task bars). The AtHoc™ system is only as effective in notifying personnel as the information contained in its database; therefore, all personnel newly assigned to MacDill AFB must update their personal contact information in AtHoc™ upon reporting to their unit. All Military personnel are required to provide name, organization, duty phone, duty email, and an after-hours contact phone number. Participation by civilian personnel is highly encouraged.

2.2.8.2. The AtHoc™ system will be used to the maximum extent possible; however, each unit must maintain the capability to immediately recall their people in the event that AtHoc™ is not functioning properly. Unit Commanders will ensure they have an AtHoc™ unit administrator to manage unit information and initiate unit level recall/information distribution. The MacDill Command Post (MCP) and 6th Civil Engineering Squadron, Emergency Management Office (6 CES/CEX) can issue AtHoc™ administrative accounts. Specific roles and responsibilities of AtHoc™ administration are identified in *MacDill Air Force Base Emergency Mass Notification System Concept of Operations*.

2.3. GCCs/UCCs are primarily responsible for:

2.3.1. Implementing recall procedures.

2.3.2. Accounting for all required personnel.

2.3.3. Reporting. It is highly advantageous that GCCs/UCCs activate as soon as possible in preparation for deployment operations to ensure accurate accounting and reporting of personnel.

2.4. Unit Recall Monitors will:

2.4.1. Establish internal recall procedures and develop telephone and degraded communication recall rosters.

2.4.2. Be responsible for consolidating strength data and reporting it as outlined in paragraph 5.

2.4.3. Be a member of their respective GCCs/UCCs.

2.5. The 6 CES/CEX will provide training for GCC/UCC personnel (see AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*).

2.6. Command Post will:

2.6.1. Maintain a list of CAT Battle Staff members with alternates identified in Para 3.2.2 of this instruction.

2.6.2. Maintain a working catalog of unit recall rosters, provided by units IAW para 3.5.8 of this instruction

2.6.3. Maintain a working catalog of stand-by rosters and stand-by numbers, as required.

2.7. Battle Staff members will immediately inform Command Post any time their contact information changes or when another individual relieves them of their CAT duties.

2.8. All unit members will:

2.8.1. Ensure they have a copy of the recall roster at all times.

2.8.2. Ensure they immediately provide updates to the recall roster if their information changes.

2.8.3. Ensure they protect and properly destroy recall rosters according to paragraph 3.5 and AFI 33-332, *Privacy and Civil Liberties Program*.

### 3. General Recall Descriptions.

3.1. Recall. Direction given to personnel to report to a specified duty section. Personnel will assume a requirement to report as soon as possible unless given other instructions. When reporting as soon as possible, individuals will report without delay (if at home, don a duty uniform and do not delay to shower, shave, etc.).

3.2. Crisis Action Team (CAT).

3.2.1. The CAT consists of the Battle Staff, CAT Director, CAT Support Staff (CSS) and other personnel dictated by the Installation Commander as situations require, IAW

MacDill AFB Incident Command System (ICS) CONOPS. CAT Director is responsible for managing CAT administration personnel, and notifies them of CAT activation.

3.2.2. Battle Staff. The battle staff consists of the 6 AMW/CC, 927 ARW/CC, 6th Operations Group Commander (6 OG/CC), 6th Maintenance Group Commander (6 MXG/CC), 6th Mission Support Group Commander (6 MSG/CC), 6th Medical Group Commander (6 MDG/CC), 6 AMW Chief, Plans and Programs (6 AMW/XP), and Chief, MCP or their designated representatives.

3.3. There are nine types of Recall Responses available to the commander.

3.3.1. Recall Response 1: All wing personnel recalled with Individual Protective Equipment (IPE) and mobility bags (if issued).

3.3.2. Recall Response 2: All wing personnel recalled without IPE or mobility bags.

3.3.3. Recall Response 3: CAT and Emergency Operations Center.

3.3.4. Recall Response 4: Telephone Standby.

3.3.5. Recall Response 5: Mission essential personnel required for generation.

3.3.6. Recall Response 6: Mission essential personnel required for mobility.

3.3.7. Recall Response 7: Mission essential hurricane evacuation (HUREVAC) personnel.

3.3.8. Recall Response 8: Necessary augmentee personnel.

3.3.9. Recall Response 9: Test of the Wing recall system and information dissemination.

3.4. Recall Options. There are three Recall Options available under the Recall Responses.

3.4.1. Option A: Activate Unit Control Centers (UCC) and Group Control Centers (GCC) with Accountability Directed of those personnel as identified in Recall Response "ONLY."

3.4.2. Option B: Activate UCCs and GCCs with Accountability NOT Directed.

3.4.3. Option C: Accountability NOT Directed.

3.5. Recall roster instructions.

3.5.1. Recall rosters containing personally identifiable information (PII) are protected under the Privacy Act (PA) of 1974 (5 U.S.C. 552a) per AFI 33-332, *Privacy and Civil Liberties Program*, and under the Freedom of Information Act (5 U.S.C 552) per DOD5400.7-R\_AFMAN33-302, *Freedom of Information Act Program*.

3.5.2. Recall rosters shall be marked "FOR OFFICIAL USE ONLY." Refer to DoDM 5200.01, Volume 4, *DoD Information Security Program: Controlled Unclassified Information (CUI)* for proper marking of Recall Roster or other documents and/or materials that contain personal information.

3.5.3. IAW AFI 33-322, paragraph 2.5.3.1, recall rosters will contain the following statement verbatim: "The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse

of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.”

3.5.4. Ensure recall rosters, which are accessible or viewable through SharePoint® or similar web base applications, shared drives, folders, and/or directories, are properly safeguarded to where only individuals who have an official need-to-know in the performance of official duties may gain access or view.

3.5.5. All records generated as a result of recall procedures will be maintained as official records under disposition instruction T 33 – 46 R 27.00 as further described in the Air Force Records Information Management System (AFRIMS).

3.5.6. Destroy recall rosters when obsolete by any reasonable method that prevents loss, theft or compromise during and after destruction. Destroy paper records that contain PA, PII, FOUO and/or CUI information by pulping, macerating, tearing, burning, shredding or otherwise completely destroying the media so that PII is both not readable and is beyond reconstruction. Refer to National Institute of Standards and Technology Special Publication 800-88, located at <http://csrc.nist.gov/publications/PubsSPs.html> for proper guidance on destruction of paper records. Destroy electronic records that contain PA, PII, FOUO and/or CUI information by degaussing or overwriting magnetic media according to established guidelines in DoDM5200.01, Volume 4 and AFI 16-1404, *Air Force Information Security Program*.

3.5.7. Unlisted telephone numbers must be listed on the roster with the annotation “unlisted” or “UL.” Civilian personnel may exclude unlisted numbers from the printed roster. Military members are required to provide an after-hours contact phone number. All members should be encouraged to include their information to ensure mission accomplishment. At a minimum, their immediate supervisor must be able to contact them in the event of a natural or manmade disaster.

3.5.8. Ensure recall rosters include key civilian personnel and IMA. IMAs and civilians do not have to be recalled for alert notification tests and exercises unless essential to the unit’s mission. Recall rosters can be annotated so these individuals are not recalled for exercises or notification tests.

3.5.9. Recall rosters are to be reviewed monthly for accuracy and a copy sent to the Command Post no later than the 15th day of the month.

3.5.10. An example of information that needs to be included on a recall roster is in Attachment 6.

3.5.11. The list of CAT Battle Staff members with alternates (that the CP maintains) will include current addresses and telephone numbers and will be verified on a monthly basis.

#### **4. Recall Execution.**

4.1. General: Upon execution, Command Post will initiate the required pyramid recall notifications as directed through the Battle Staff, 6 AMW/CV, and Director of Staff (DS), 6 AMW and will provide a recall start time.

4.2. CAT Activation:

4.2.1. 6 AMW/CC or designated representative directs the Command Post to activate the CAT.

4.2.2. Command Post will notify Battle Staff members. The required additional personnel will be recalled through command channels.

4.2.3. CAT members will normally be recalled to the Wing Operations Center (WOC), Building 54. If another location is selected, members will be notified at the time of the recall. When possible, members will report a minimum of 10 minutes prior to the scheduled briefing time to review applicable messages and recall additional personnel as needed.

4.2.4. The CAT should form ASAP, but no later than 1 hour from CC direction or at the scheduled briefing time.

#### 4.3. Recall Response Procedures:

4.3.1. All units will initiate their pyramid recall procedures and CAT members will report to the WOC as soon as possible or as directed.

4.3.2. Unit commanders may utilize AtHoc™ for recall and notification if procedures incorporate message receipt functions that are documented, trained, and validated by the unit recall monitor. It is the commander's responsibility to meet recall/accountability timelines IAW paragraph 5.2.3 of this instruction.

##### 4.3.3. Each contacted individual will:

4.3.3.1. Initiate their portion of the telephone pyramid as detailed in their unit recall procedures. Contact will be made directly with each individual required to be recalled. Messages left with other people or on answering machines are not sufficient for recall purposes. Information on the mission tasking will not be relayed, only reporting instructions will be discussed. If an individual cannot be reached, contact the personnel the absent individual would normally call. Do not delay your response to continue attempts to contact unaccounted for personnel. Advise your UCC of personnel that could not be reached in the pyramid. The UCC or designated representative will continue to attempt contact with all people that were not contacted with the initial pyramid recall.

4.3.3.2. Report to their normal duty station unless directed otherwise. Dress is the utility uniform/Airman Battle Uniform (clothing as required for mission-essential civilian personnel). During incidents where immediate response of emergency personnel is required, the duty uniform requirement may be waived by the unit for those personnel not at home when notified of the recall. In these cases, the unit will arrange for personnel to change into the duty uniform as soon as the situation allows. Attached crew members will remain at their normal duty station unless the Commander, 6th/927th Operations Group (6 OG/CC, 927 OG/CC), declares the need for all their respective crewmembers to report in. The attached crewmembers will then notify their respective UCC and report as requested.

4.3.4. UCCs will make every attempt to make personal contact with all required unit personnel not contacted with the pyramid recall. If telephone contact cannot be made, the

unit commander should consider the needs of the mission before sending runners to search for unaccounted for personnel.

#### 4.4. Degraded Communication:

4.4.1. Degraded Communication recall procedures will be implemented if a recall is necessary but normal communications procedures are not available.

4.4.2. If runners are required, Command Post will direct the 6th Security Forces Squadron (6 SFS) to contact the wing commander and inform them of the situation. The runners will then return to the Command Post and relay any instructions received from the 6 AMW/CC.

4.4.3. As directed by the 6 AMW/CC, the Command Post will provide addresses to and direct the 6 SFS to dispatch patrols to the following senior leaders' on-base residences:

4.4.3.1. 6th Air Mobility Wing Vice Commander (6 AMW/CV).

4.4.3.2. 6th Operations Group Commander (6 OG/CC).

4.4.3.3. 6th Maintenance Group Commander (6 MXG/CC).

4.4.3.4. 6th Mission Support Group Commander (6 MSG/CC).

4.4.3.5. 6th Medical Group Commander (6 MDG/CC).

4.4.3.6. 927th Air Refueling Wing Commander (927 ARW/CC). NOTE: When 927 ARW/CC is residing off base, Superintendent, Command Post (927 ARW) will develop degraded communication recall procedures.

4.4.4. On Base: Command Post will notify the Base Defense Operations Center (BDOC) to dispatch sound equipped security forces vehicles to common use, base dormitory, and housing areas. Additionally, the Command Post will utilize Base Public Address System (Giant Voice), and Land Mobile Radio network as necessary.

4.4.5. Off Base: With the approval of 6 AMW/CC, the Command Post will notify Public Affairs (6 AMW/PA) who will use the installations public web page, social media sites and request local television and radio media to announce the recall of MacDill AFB personnel.

4.4.6. When contacted, individuals will initiate their portion of the unit's Degraded Communication notifications, then report to duty. A Degraded Communication recall involves individuals walking or driving to the next individual's residence to pass the recall instructions. If an individual cannot be reached, contact the personnel the absent individual would normally contact. Advise your UCC of personnel that could not be reached.

4.4.6.1. Unit Degraded Communication recall procedures should be organized by geographic locale to the maximum extent possible to minimize the amount of time and distance between successive contacts. Units should utilize maps or detailed instructions to assist in locating individuals' homes.

4.4.6.2. UCCs will make every attempt to make contact with all unit personnel. If contact cannot be made, the unit commander should consider the needs of the mission before sending runners to search for unaccounted for personnel.



4.5. All Mobility Personnel with Mobility Bags (MOBAGs) and IPE (Recall Response 1): Upon a Recall Response 1, ensure all personnel on mobility status report to work with their IPE and mobility bag for processing.

4.6. All Mobility Personnel, no MOBAGs or IPE (Recall Response 2): Upon a Recall Response 2, ensure all personnel on mobility status report to work for processing (no mobility bag or IPE required).

4.7. CAT & EOC (Recall Response 3): Upon a Recall Response 3, the CAT and Emergency Operations Center (EOC) will be recalled. Command Post recalls the CAT. The 6 MSG/CC coordinates EOC recall.

4.8. Telephone Standby (Recall Response 4):

4.8.1. Units will complete their pyramid alert notifications and remain on telephone standby. If the UCCs and GCCs are formed, the groups will report recall status in accordance with paragraph 5 of this instruction.

4.8.2. Required personnel will remain available for contact by telephone to receive further instructions. Individuals will ensure their telephone is maintained in working order and be able to answer without delay. If an individual's telephone is inoperative or they need to be away from their telephone, they will contact their chain of command and inform them of their whereabouts.

4.9. Mission Essential Generation Personnel (Recall Response 5):

4.9.1. This option gives the commander the ability to tailor personnel mustered for aircraft generation while minimizing the disruption of other base functions. This option assumes some time to prepare and organize forces prior to execution of the recall. Preparations may be initiated with a Recall Response or deliberate planning.

4.9.2. The Command Post will contact the 6 AMW/CV, 927 ARW/CC, group commanders, and 6 AMW/DS by secure means if necessary and relay information on the mission being directed and any other guidance from the 6 AMW/CC. Upon receiving notification, all Group CCs and the 6 AMW/DS will initiate their recall and CAT members will report to the WOC as soon as possible or as otherwise directed.

4.9.3. Commanders will use available time prior to execution of the selective recall to prepare for anticipated mission sets to include setting shift schedules, assigning aircrew to appropriate alert posture, or initiating crew rest.

4.9.4. Selected individuals, except those in crew rest, will be personally notified of the selective recall. Recalled personnel will immediately report to their duty sections. Personnel assigned to a shift later in the day will remain on telephone standby and report for their shift as previously directed.

4.9.5. Individuals in crew rest will remain in crew rest until alerted. Once alerted, aircrew assigned to mobility should report with mobility gear. Air traffic controllers and other personnel in crew rest will report for their designated shift.

4.10. Mission Essential Deployment Personnel (Recall Response 6):

4.10.1. This option gives the commander the ability to tailor personnel mustered for deployment while minimizing the disruption of other base functions. Individuals

required for the deployment process (UDMs and IDO) will report as directed. Preparations may be initiated with a Recall Response or deliberate planning.

4.10.2. The Command Post will contact the 6 AMW/CV, 927 ARW/CC, group commanders, and 6 AMW/ DS by secure means if necessary and relay information on the mission being directed and any other guidance from the 6 AMW/CC. Upon receiving notification, all group CCs and 6 AMW/DS will initiate their recall and CAT members will report to the WOC as soon as possible or as otherwise directed.

4.10.3. Commanders will use available time to determine deployment needs, prepare for anticipated mission sets to include setting shift schedules, and assigning personnel.

4.11. Mission essential hurricane evacuation (HUREVAC) personnel. (Recall Response 7):

4.11.1. This option gives the commander the ability to tailor personnel to implement Hurricane response plans while minimizing impacts to individual evacuation preparation. Individuals required for Hurricane preparation will report for duty immediately or when directed.

4.11.2. The Command Post will contact the 6 AMW/CV, 927 ARW/CC, group commanders, and 6 AMW/ DS by secure means if necessary and relay information on the mission being directed and any other guidance from the 6 AMW/CC. Upon receiving notification, all group CCs and 6 AMW/DS will initiate their recall and CAT members will report to the WOC as soon as possible or as otherwise directed, if not already activated.

4.12. Necessary Augmentee Personnel (Recall Response 8):

4.12.1. Only the 6 AMW/CC or 6 AMW/CV has the authority to activate augmentees.

4.12.2. Recall will be accomplished through the applicable chains of command per MACDILL AFBI 10-243, *Augmentation Duty Program*.

4.12.3. There are two groups of augmentees that may be recalled.

4.12.3.1. Security Forces;

4.12.3.2. Search and Recovery;

4.12.4. The 6 MSG/CC or Deputy Commander (6 MSG/CD) may request activation of 6 SFS augmentees IAW MACDI 10-243.

4.12.5. Contacted augmentees will report to their assigned unit and sign in for accountability and then immediately report to their augmentation duty sections.

4.13. Test of the Wing Recall System and Information Dissemination (Recall Response 9):

4.13.1. Status reports are not required nor will the augmentee program be implemented.

4.13.2. This test is designed to evaluate the effectiveness of the recall system or pass essential information. Personnel are not required to report to their duty stations.

4.13.3. Called units will record the time the communications test is completed (last person contacted) and report the results back to their group recall monitor, who will telephonically report the results to the UCCs and GCCs. If UCCs and GCCs are not activated, the results will be relayed to the Command Post. This information will be

provided no later than close of business the first duty day following the test or as directed.

## **5. Reporting Accountability.**

5.1. Accountability can be directed by the installation commander using recall Option A of this instruction. If accountability is required due to natural disaster or national emergency, it will be done IAW AFI36-3803 using the Air Force Personnel Accountability and Assessment System (AFPAAS).

5.2. Accountability directed by Installation Commander. UCCs will report their manning strength to their applicable GCC as required through Option A. GCCs will report for their unit's statistics via the EOC-Recall Accountability SharePoint page directly to the CAT Support Staff (CSS). Wing staff agencies will report unit manning strength information through the Director of Staff GCC or their own UCC. This information will be reported initially when the UCC is manned and a minimum of every hour until 100 percent of the unit and group is accounted for.

5.2.1. Personnel already at their duty sections or in crew rest are considered accounted for. Personnel on leave, TDY, or officially detained or excused from duty may be accounted for by reference to their official documentation such as leave forms, TDY orders, or equivalent.

5.2.2. Augmentee recall strength reporting and accounting will be accomplished by the individual's augmented unit.

5.2.3. The CSS will compile the information for the CAT Director for updates on the current strength status a minimum of every hour, starting 1 hour after recall. For Recall Option A, the following objectives apply:

5.2.3.1. Ten percent (10%) of available personnel present or accounted for within 1 hour.

5.2.3.2. Fifty percent (50%) of available personnel present or accounted for within 2 hours.

5.2.3.3. One hundred percent (100%) of available personnel present or accounted for within 3 hours.

5.2.3.4. All recall messages (Attachment 4 and Attachment 5) for TDY/leave personnel generated/sent within 4 hours.

5.2.3.5. UCCs will be prepared to provide copies of all recall messages to their GCC or CSS representative as requested.

5.2.4. The strength reports for the CSS, GCCs, and UCCs will include: 1) total assigned personnel, 2) total available for duty, 3) total present for duty or accounted for, and 4) total percentage present for duty. The Unit Status Worksheets (see Attachment 3) are a guide to aid data collection and reporting.

5.2.4.1. 6th Force Support Squadron, Personnel Systems and Readiness Flight (6 FSS/FSMP) should provide initial (within 30 days) and semiannual refresher training on the accountability database to newly assigned GCC personnel. Documentation of training will be kept in 6 FSS/FSM and GCC continuity books. GCCs will provide

training on the accountability database to newly assigned UCC personnel. UCCs will keep documentation of this training within their continuity books.

5.3. Accountability directed by Higher Headquarters using AFPAAS. Actions taken by the 6 AMW for AFPAAS accountability events will be dependent on an execution order from the Air Force Crisis Action Team (AFCAT) Director. When a Geographical Area of Interest (GAOI) is established units will be directed to utilize AFPAAS to conduct accountability for personnel identified within the GAOI. AFPAAS actions apply to personnel specified in paragraph 1.4.3 of AFI36-3803.

5.3.1. When MacDill AFB is outside of the GAOI. During a geographically separated disaster or exercise event, the 6 AMW/CC and 927 ARW/CC will be directed by AFCAT Director to perform Total Force Accountability (TFA) IAW AFI36-3803 paragraph 2.9. MacDill AFB units will utilize AFPAAS to account for personnel identified in AFPAAS and specified by AFI36-3803 para 1.4.3 who are in the GAOI, to include all personnel who are on leave or TDY in the GAOI. Units will add identified personnel to the event in AFPAAS and account for them. 6 FSS Installation Personnel Readiness Office will monitor AFPAAS to ensure units meet timelines for accountability and provide updates/make recommendations to the 6 AMW/CC for action, and pass information to appropriate personnel via Recall Response 9 of this instruction. The 927 ARW/CC will be informed of the event and determine the appropriate response based on the specific event.

5.3.2. When MacDill AFB is inside the GAOI. The installation commander and personnel will follow instructions IAW AFI36-3803, paragraph 2.9. Generally, Command Post will ensure messages are passed to all applicable personnel, including tenants, via any means available, including distributed notification specified in Attachment 2 of this instruction. Personnel will utilize AFPAAS to report their own and their dependents status and if evacuated to their displaced location. MacDill unit AFPAAS Commander Reps will monitor AFPAAS until 100 percent TFA has been obtained via AFPAAS. 6 FSS Installation Personnel Readiness Office will monitor AFPAAS to ensure units meet timelines for accountability and provide updates/make recommendations to the 6 AMW/CC for action. If 100 percent evacuation of the local GAOI is required, 6 FSS IPR will take over for the units and conduct AFPAAS accountability.

DANIEL H. TULLEY, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-2, *Readiness*, 6 Nov 2012

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFRCI 10-404, *Unit Recall*, 26 Jun 2014

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MacDill Air Force Base, *Installation Deployment Plan (IDP) 10-403*, 8 Jun 2015

MacDill Air Force Base Emergency Mass Notification System CONOPS

6 AMW Incident Command System CONOPS

AFI 16-1404, *Air Force Information Security Program*, 29 May 2015

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**6 AMW**—6th Air Mobility Wing

**6 AMW/CC**—Wing Commander

**6 AMW/CCC**—Command Chief

**6 AMW/CV**—Vice Commander

**6 AMW/DS**—Director of Staff

**6 AMW/JA**—Legal Office

**6 AMW/PA**—Public Affairs

**6 CES/CEX**—6th Civil Engineer Squadron, Emergency Management Office

**6 FSS/DPMD**—6th Force Support Squadron, Personnel Systems and Readiness Flight

**6 OG/CC**—6th Operations Group Commander

**6 LRS/LGRF**—6th Logistics Readiness Squadron, Readiness Flight

**6 MDG/CC**—6th Medical Group Commander

**6 MSG/CC**—6th Mission Support Group Commander

**6 MSG/CD**—6th Mission Support Group Deputy Commander

**6 MXG/CC**—6th Maintenance Group Commander

**6 SFS**—6th Security Forces Squadron

**927 ARW**—927th Air Refueling Wing

**AAFES**—Army and Air Force Exchange Service

**AES**—Aeromedical Evacuation Squadron

**AFB**—Air Force Base

**AFCAT**—Air Force Crisis Action Team

**AFOSI**—Air Force Office of Special Investigations

**AFPAAS**—Air Force Personnel Accountability and Assessment System

**AFPD**—Air Force Policy Directive

**AMC**—Air Mobility Command

**BDOC**—Base Defense Operations Center

**C2**—Command and Control

**CAT**—Crisis Action Team

**CI**—Critical Information

**CONUS**—Continental United States

**CP**—Command Post

**CSS**—Crisis Action Team Support Staff

**CUI**—Controlled Unclassified Information

**DCG**—Disaster Control Group

**Det**—Detachment

**DS**—Director of Staff

**FOIA**—Freedom of Information Act

**FOUO**—For Official Use Only

**FPCON**—Force Protection Condition

**GAOI**—Geographical Area of Interest

**GCC**—Group Control Centers

**HQ**—Headquarters

**HUREVAC**—Hurricane Evacuation

**IMA**—Individual Mobilization Augmentees

**IPE**—Individual Protective Equipment

**JCSE**—Joint Communications Support Element

**JCSS**—Joint Communications Support Squadron

**MOBAG**—Mobility Bag

**NOAA**—National Oceanic and Atmospheric Administration

**PA**—Privacy Act

**TDY**—Temporary Duty

**TFA**—Total Force Accountability

**UCC**—Unit Control Centers

**USCENTCOM**—United States Central Command

**USSOCOM**—United States Special Operations Command

### *Terms*

**R-hour**—The designated starting time of a recall for measuring higher headquarters timing, it begins when the initiating commander issues the recall order.

**Total Assigned**—The total number of personnel assigned to the organization (each unit is responsible for controlling their denominator of personnel for reporting purposes).

**Accounted For**—Individuals with positively established whereabouts through personal contact with the individual or by reference to official records such as leave forms, temporary duty (TDY) orders, or equivalent.

**Present For Duty**—Unit personnel physically present at their duty section.

**Total Available for Duty**—All assigned personnel that can be recalled to their duty sections including those on Continental United States (CONUS) leave or TDY. For exercises, those on leave, TDY, or otherwise officially detained or excused may be excluded by direction of the recalling commander.

**Percent Present or Accounted For**—Percentage of total present or accounted for compared to total available for duty.

**Attachment 2****TENANT UNIT NOTIFICATION/RECALL**

**A2.1.** Each Group is responsible for developing appropriate procedures and maintaining current contact information with supported tenants, and all other on-base or off-base agencies for which they have significant support agreements. Recall of tenant units will be specifically directed in the recall instruction when their presence is required.

A2.1.1. When the decision is made to include tenant or supported units in a recall, the tasked group responsible for notifying the unit as detailed in paragraph **A2.2** will contact the unit and relay instruction as received from the Command Post or CAT, when activated.

**A2.2.** The following agencies are responsible for maintaining current contact for the supported agencies.

**A2.2.1. 6 AMW/Staff notifies:**

A2.2.1.1. USCENTCOM Command Center through 6AMW/CP

A2.2.1.2. USSOCOM Command Center through 6 AMW/CP

A2.2.1.3. JCSE through 6 AMW/CP

A2.2.1.4. NOAA through 6 AMW/CP

A2.2.1.5. AFOSI through 6 AMW/CP

A2.2.1.6. Growth Financial Federal Credit Union through 6 AMW/XP (CAT)

A2.2.1.7. Area Defense Council through 6th Air Mobility Wing, Legal Office (6 AMW/JA)

**A2.2.2. 6 OG notifies:**

A2.2.2.1. 23d Wing, DET 1 (Avon Park)

A2.2.2.2. Civil Air Patrol

A2.2.2.3. 45th AES

**A2.2.3. 6 MXG notifies:**

A2.2.3.1. Precision Measurement Equipment Laboratory through 6 MXS

**A2.2.4. 6 MSG notifies:**

A2.2.4.1. Defense Investigative Service through 6 SFS

A2.2.4.2. Army and Air Force Exchange Service (AAFES) through 6 FSS

A2.2.4.3. Commissary through 6 FSS

A2.2.4.4. Major construction contractors through 6 CES and 6 CONS

A2.2.4.5. Corps of Engineers - Jacksonville through 6 CES

A2.2.4.6. Corps of Engineers - Mobile through 6 CES

A2.2.4.7. Defense Fuels Support Center through 6 LRS/LGRF



A2.2.4.8. American Red Cross

A2.2.5. 6 MDG notifies:

A2.2.5.1. N/A

A2.2.6. USCENTCOM notifies all subordinate units and direct support agencies.

A2.2.7. USSOCOM notifies all subordinate units and direct support agencies.

## Attachment 3

## UNIT STATUS WORKSHEET

Figure A3.1. Unit Status Worksheet.

USEFUL DATA FOR CALCULATING PERSONNEL STATUS:			
Total Assigned: _____			
DATA FOR PERSONNEL UNAVAILABLE FOR DUTY:			
# Local Leave*		# Excused by Unit CC	
# CONUS Leave Outside Local Area*		# Otherwise Officially Detained Or Unavailable	
# OCONUS Leave*		# At Safe House	
# CONUS TDY*		# At Safe Haven	
# OCONUS TDY*			
*Unavailable for duty during exercises only			
_____ Total Available = _____ Total Assigned - _____ Total Unavailable			
DATA FOR PERSONNEL PRESENT OR ACCOUNTED FOR:			
Personally Contacted			
Physically Present At Their Duty Section			
Leave			
TDY			
Crew Rest			
Otherwise Accounted For			
Total # Accounted For: _____			
_____ Percent Present or Accounted For = $\frac{(\# \text{ Present or Accounted For}) * 100}{(\# \text{ Available})}$			
USEFUL DEFINITIONS:			
<b>Total Assigned:</b> The total number of personnel assigned to the organization.			
<b>*Available for Duty:</b> All assigned personnel that can be recalled to their duty sections including those on CONUS leave or TDY. For exercises, those on leave, TDY, or otherwise officially detained or excused may be excluded by direction of the recalling commander.			
<b>Accounted For:</b> Positively establishing the whereabouts of an individual by personal contact with the individual, or by reference to official records such as leave forms, TDY orders, or equivalent.			
<b>Present for Duty:</b> Unit personnel physically present at their duty section.			


**Attachment 4****RECALL OF TDY PERSONNEL**

**A4.1. Personnel TDY out of the local area (within the CONUS) who are required to return will be recalled by phone first.** If unsuccessful in reaching the member by phone, the member is to be recalled by recall message. UCCs will prepare recall messages by either wing recall guidance or unit commander direction. Recall messages will be sent no later than R-Hour+4 hours.

**A4.2. ATTEMPT TO CALL FIRST!** For exercises and real world, attempt to call the members first prior to proceeding to the recall message. (DO NOT transmit message for exercises.)

**A4.3. During wing exercises:** All messages recalling personnel from TDY will be annotated "EXERCISE, EXERCISE, EXERCISE" and **will not be transmitted.**

Figure A4.1. Recall of Personnel on TDY Example.

	<p>DEPARTMENT OF THE AIR FORCE 6TH AIR MOBILITY WING (AMC) MACDILL AIR FORCE BASE, FLORIDA //EXERCISE/ /EXERCISE/ /EXERCISE//</p>	<p>Date</p>																	
<p>MEMORANDUM FOR</p>																			
<p>FROM: 6 FSS/CC</p>																			
<p>SUBJECT: Recall of TDY Personnel</p>																			
<p>1. The following personnel are TDY to your unit. Request your assistance notifying personnel to return to their home station immediately. Request members contact home station commander support staff or commander ASAP. Your assistance in this matter is appreciated.</p>																			
<p>(FOUO)</p>																			
<table border="1"><thead><tr><th>GRADE</th></tr></thead><tbody><tr><td>SSGT</td></tr><tr><td>SSGT</td></tr></tbody></table>	GRADE	SSGT	SSGT	<table border="1"><thead><tr><th>NAME</th></tr></thead><tbody><tr><td>DOE, JOE</td></tr><tr><td>DOE, JOHN</td></tr></tbody></table>	NAME	DOE, JOE	DOE, JOHN	<table border="1"><thead><tr><th>SSN</th></tr></thead><tbody><tr><td>XXX-XX-XXXX</td></tr><tr><td>XXX-XX-XXXX</td></tr></tbody></table>	SSN	XXX-XX-XXXX	XXX-XX-XXXX	<table border="1"><thead><tr><th>AFSC</th></tr></thead><tbody><tr><td>3S0X1</td></tr><tr><td>3S0X1</td></tr></tbody></table>	AFSC	3S0X1	3S0X1	<table border="1"><thead><tr><th>ATTACHED UNIT</th></tr></thead><tbody><tr><td>6 LRS</td></tr><tr><td>6 FSS</td></tr></tbody></table>	ATTACHED UNIT	6 LRS	6 FSS
GRADE																			
SSGT																			
SSGT																			
NAME																			
DOE, JOE																			
DOE, JOHN																			
SSN																			
XXX-XX-XXXX																			
XXX-XX-XXXX																			
AFSC																			
3S0X1																			
3S0X1																			
ATTACHED UNIT																			
6 LRS																			
6 FSS																			
<p>2. Should you have any questions, my Unit Control Center can be reached at DSN XXX-XXXX.</p>																			
<p>JOHN DOE, Lt Col, USAF Commander, 6th Force Support Squadron</p>																			
<p>//EXERCISE/ /EXERCISE/ /EXERCISE//</p>																			
<p>The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.</p>																			
<p>FOR OFFICIAL USE ONLY</p>																			
<p>RAPID GLOBAL MOBILITY ... UNMATCHED INSTALLATION SUPPORT!</p>																			


**Attachment 5****RECALL OF LEAVE PERSONNEL**

**A5.1. Personnel on leave out of the local area (within the CONUS) who are required to return will be recalled by phone first.** If unsuccessful in reaching the member by phone, the member is to be recalled by recall message. UCCs will prepare recall messages by either wing recall guidance or unit commander direction. Recall messages will be sent no later than RST+4 hours.

**A5.2. ATTEMPT TO CALL FIRST!** For exercises and real world, attempt to call the members first prior to proceeding to the recall message. (DO NOT transmit message for exercises.).

**A5.3. During wing exercises:** All messages recalling personnel from leave will be annotated "EXERCISE, EXERCISE, EXERCISE" and **will not be transmitted.**

Figure A5.1. Recall of Personnel on Leave Example.

	<p>DEPARTMENT OF THE AIR FORCE 6TH AIR MOBILITY WING (AMC) MACDILL AIR FORCE BASE, FLORIDA //EXERCISE/ /EXERCISE/ /EXERCISE//</p>
<p>Date</p>	
<p>MEMORANDUM FOR LT JOHN DOE 1045 E. 10TH AVE BAYONNE, NJ 07002</p>	
<p>FROM: 6 FSS/CC</p>	
<p>SUBJECT: Recall of Leave Personnel</p>	
<p>1. (FOUO) Lt John Doe, SSN XXX-XX-XXXX, you are instructed to return to your place of duty immediately. A military emergency exists that requires termination of your leave. Return immediately to your duty section by the most expeditious means available.</p> <p>2. Contact home station commander support staff/commander ASAP at DSN 968-2724 or Commercial (813) 828-2724. Your assistance in this matter is appreciated.</p>	
<p>JOHN DOE, Lt Col, USAF Commander, 6th Force Support Squadron</p>	
<p>//EXERCISE/ /EXERCISE/ /EXERCISE//</p>	
<p><b>The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.</b></p>	
<p><b>FOR OFFICIAL USE ONLY</b></p>	
<p><b>RAPID GLOBAL MOBILITY ... UNMATCHED INSTALLATION SUPPORT!</b></p>	

## Attachment 6

## 6AMW REVERSE SIDE OF RECALL ROSTER EXAMPLE

## 6AMW Reverse Side of Recall Roster Example.

FOR OFFICIAL USE ONLY		
RECALL ROSTER INSTRUCTIONS		
<ul style="list-style-type: none"> <li>• Recall. Direction given to personnel to report to a specified duty section. Personnel will assume a requirement to report as soon as possible unless given other instructions. Individuals will report without delay (if at home, don a duty uniform and don't delay to shower, shave, etc.).</li> <li>• Crisis Action Team (CAT) Activation is directed by the Installation Commander and notification is given to the Battle Staff via Command Post.</li> </ul>		
<p>Recall. 9 types of Recall Responses available to the commander.</p> <p>Response 1: All wing personnel recalled with IPE and MOBAGS (if issued).</p> <p>Response 2: All wing personnel recalled without IPE and MOBAGS.</p> <p>Response 3: CAT and Emergency Operations Center (EOC) recall.</p> <p>Response 4: Telephone Standby.</p> <p>Response 5: Mission essential personnel required for generation.</p> <p>Response 6: Mission essential personnel required for deployment.</p> <p>Response 7: Mission essential HURREVAC personnel.</p> <p>Response 8: Necessary augmentee personnel.</p> <p>Response 9: Test of the Wing recall system.</p>		
<p>Recall Options. There are 3 Recall Options available under Response.</p> <p>Option A: Activate CSS, UCCs, and GCCs with Accountability.</p> <p>Option B: Activate CSS, UCCs, and GCCs with No Accountability.</p> <p>Option C: Accountability NOT Directed.</p>		
<p>Recall Response Procedures:</p> <ul style="list-style-type: none"> <li>• All units will initiate their pyramid recall procedures and CAT members will report to the Command Post as soon as possible or as directed.</li> <li>• Each contacted Individual will:             <ul style="list-style-type: none"> <li>Initiate their portion of the telephone pyramid as detailed in their unit recall procedures. Contact will be made directly with each individual required to be recalled. Messages left with other people or on answering machines are not sufficient for recall purposes. Information on the mission tasking will not be relayed, only reporting instructions will be discussed.</li> <li>If an individual cannot be reached, contact the personnel the absent individual would normally call, and advise your UCC.</li> <li>The UCC or designated representative will continue to attempt contact with all people that were not contacted with the initial pyramid recall.</li> <li>Report to their normal duty station unless directed otherwise.</li> <li>Dress is the ABU/BOU (clothing as required for mission-essential civilian personnel).</li> <li>During incidents when immediate response of emergency personnel is required, the duty uniform requirement may be waived by the unit for those personnel not at home when notified of the recall. In these cases, the unit will arrange for personnel to change into the duty uniform as soon as the situation allows.</li> <li>If directed, personnel on mobility status will report with their personal bag for deployment in accordance with Attachment 23 of the IDP.</li> </ul> </li> </ul>		
<p>IAW AFI 36-3803, paragraph 2.12.8.1, Unit Commanders will ensure the HQ AFPC/PRC toll free number and the AFPAAS website are printed on the recall rosters. IAW AFI 36-3803, paragraph 2.12.9.2, if a member is unable to update AFPAAS or contact their UCC they should immediately contact the HQ AFPC/PRC at 1-800-435-9941 to report their whereabouts. HQ AFPC/PRC is manned 24/7 to respond to any emergency.</p>		
<table border="1"> <tr> <td> <p><b>Natural Disaster Accountability Info</b></p> <p>MacDill AFB Accountability (800) 288-2034</p> <p>AFPC Response Cell (800) 435-9941</p> <p>AFPAAS: <a href="https://afpaas.af.mil/">https://afpaas.af.mil/</a></p> <p>Emergency Alert System</p> <p>Primary – WTMX 100.7 Secondary – 94.9</p> </td> </tr> </table>		<p><b>Natural Disaster Accountability Info</b></p> <p>MacDill AFB Accountability (800) 288-2034</p> <p>AFPC Response Cell (800) 435-9941</p> <p>AFPAAS: <a href="https://afpaas.af.mil/">https://afpaas.af.mil/</a></p> <p>Emergency Alert System</p> <p>Primary – WTMX 100.7 Secondary – 94.9</p>
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